KENTUCKY DIRECT EMAIL CATALOG USER GUIDE

The Kentucky Direct Email Catalog provides users across the Commonwealth with an inventory of Direct secure messaging email addresses. This user guide systematically explains how to register/add individual Direct addresses, upload multiple addresses, update/modify addresses, and search, filter, and export Direct email addresses from the Catalog.

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SECTION 1: Register/Add Individual Direct Email Addresses to the Catalog

To start, users must be registered with the Kentucky Online Gateway (KOG) in order to individually add Direct email addresses to the Catalog. First time users of the KOG should follow the instructions provided in the *Creating a Kentucky Online Gateway Account* document. Creating a new KOG account is only relevant for those that do not already have an account in the KOG.

To add a Direct email address into the Catalog, you must first log into the KOG (see figure 1) at https://kog.chfs.ky.gov/home/. Please type this URL into your web browser.
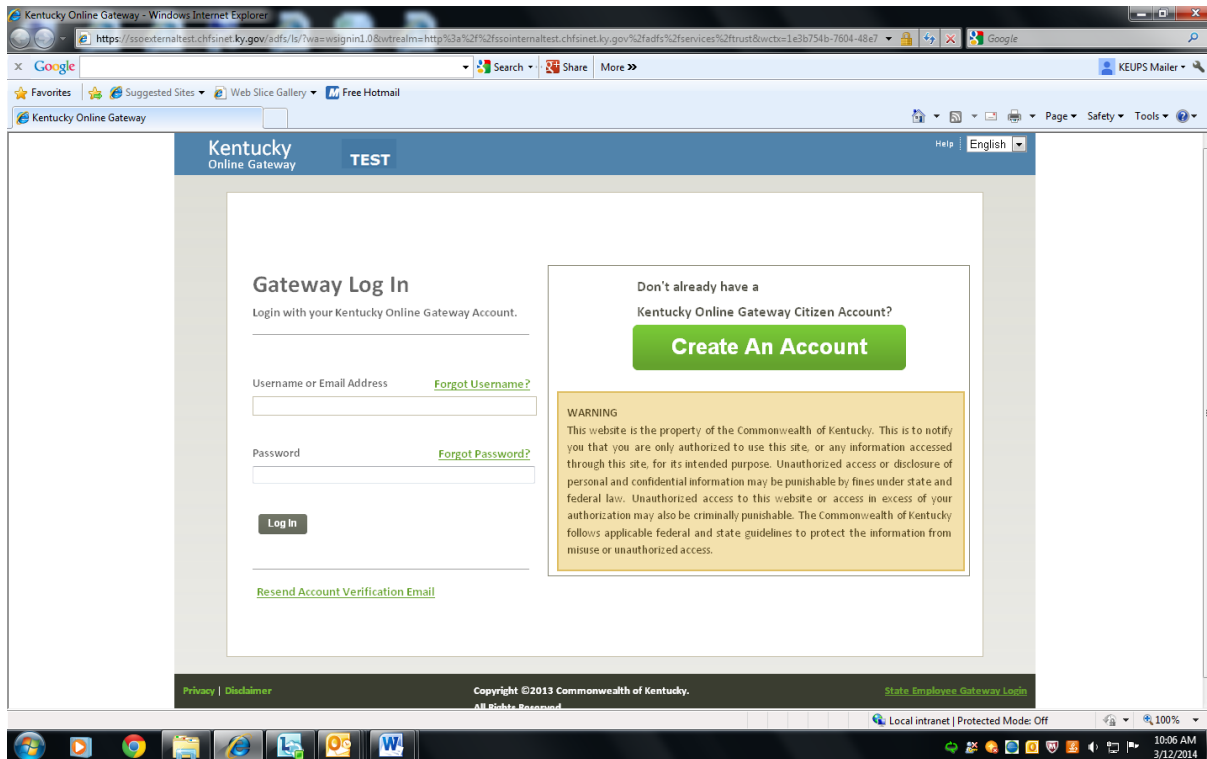

Figure 1: KOG screenshot

After logging into the KOG, you will see a link for the Direct provider registration (see figure 2), if the link is not available, please email John Jaeger, John.Jaeger@ky.gov with the subject line "Access Request to KY Online Direct Catalog." Please note that the subject line is mandatory and will not be processed otherwise.

Your Applications

These are the applications you have been granted access to. Need to access a different application? [Request access here].

Application Name
Direct Provider Registration KHIE Direct project for folks to register their Direct Email address with KHIE
SNAP Web Portal Supplemental Nutrition Assistance Program (Formerly Food Stamps)

> Request Access to another application.

Figure 2: KOG link—Direct Provider Registration

Complete all the required fields (*) on the "Direct Provider Registration" page (see figure 3), check the *Terms and Conditions* box, and select "Save Provider" to successfully save the Direct email address and register the provider in the Catalog. If you are registering an organization/business/hospital-level Direct address, please input the word "None" for the Provider First and Last Name fields. If a title is not applicable, please input the word "None." To clear the form without saving the information or to add a new provider, use the "Add New Provider" button.

Figure 3: Direct Provider Registration page

If you click the "Add New Provider" button, a dialog box will appear that asks if you want to clear the existing data and add a new provider (see figure 4).
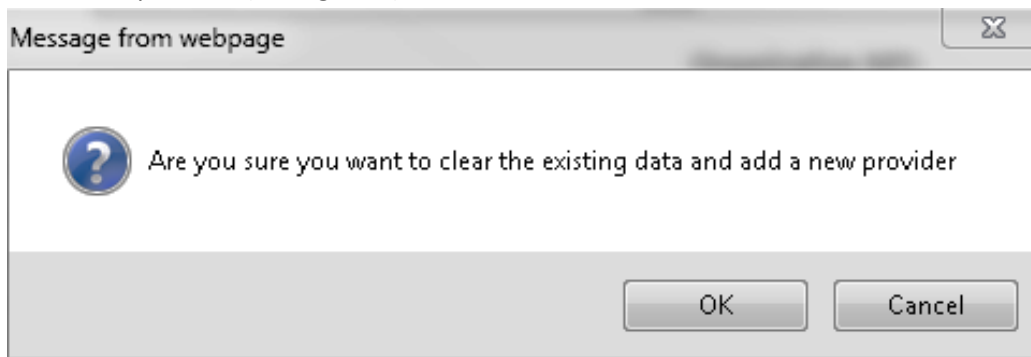

Figure 4: Add New Provider dialog box

Section 2: Upload Multiple Direct Email Addresses into the Catalog

To upload multiple Direct email addresses into the Catalog, send an email containing the Bulk Upload Request Excel spreadsheet to John Jaeger, John.Jaeger@ky.gov with the subject line, "Update to KY Direct Email Catalog." This template is required to complete the bulk upload. See figures 5-1 and 5-2 for reference. Please note that the subject line is mandatory and will not be processed otherwise. You will receive an email confirmation when the upload is complete.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
FIRST_NAME	LAST_NAME	PROVIDER_NPI	EMAIL	TITLE	PHONE_NO	CREDENTIAL_TYPE	SPECIALTY	ORGANIZATION_TYPE	ORGANIZATION_NAME	ORGANIZATION_NPI	STREET1	CITY	COUNTY	STATE	ZIP

Figure 5-1: Multiple addresses template

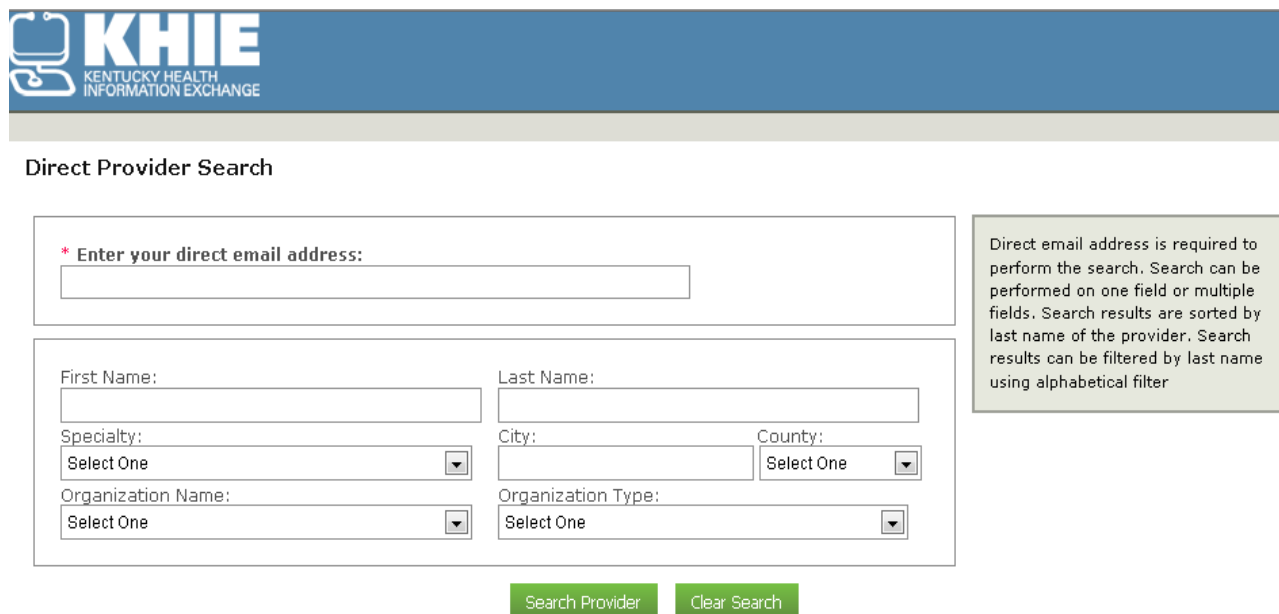| first_name	LAST_NAME	PROVIDER_NPI	EMAIL	TITLE	PHONE_NO	CREDENTIAL_TYPE	SPECIALTY	Organization_Type	ORGANIZATION_NAME	ORGANIZATION_NPI	STREET1	CITY	COUNTY	State	ZIP
Kim	Meyer	8831232199	Kim.Meyer@ky.gov	Dentist	5014180105	NULL	Cardiac Electrophysiology	Health Department	Central Baptist Health Care	NULL	27128 FRankfot street	Frankfort	FRANKLIN	KY	40601
Karen	Smith	6631232199	Karen.Smith@ky.gov	Dentist	5024180105	NULL	Cardiac Electrophysiology	Health Department	Central Baptist Health Care	NULL	27128 FRankfot street	Frankfort	FRANKLIN	KY	40601
Pam	Jones	NULL	Pam_Jones@lexingtonclinic.com	MD	8594996211	NULL	Family Practice	Hospital	Lexington Clinic	NULL	215 Richmond Road	Lexington	FAYETTE	KY	40509
Tony	Stone	NULL	Tony.Stone@shrinerschildren.com	Pediatrician	8594556263	NULL	Pediatric Medicine	Hospital	Shriner's Children Hospital	NULL	180 Richmond Road	Lexington	FAYETTE	KY	40509

Figure 5-2: Sample of multiple addresses template

Section 3: Update/Modify Direct Email Addresses in the Catalog

You are responsible for ensuring the accuracy of the addresses you add to the Catalog. To update or modify any addresses within the Catalog, you must complete the same steps discussed in Section 2. You must send an email with the attached Excel spreadsheet, aforementioned template and mandatory subject line to John Jaeger for any updates or modifications to the Catalog. Updated or modified Direct addresses and information will be added to the website and displayed within the search results.

Section 4: Search, Filter, and Export Direct Email Addresses from the Catalog

Please click https://prdweb.chfs.ky.gov/directprovidersearch/ProviderSearch.aspx to be redirected to the "Direct Provider Search" page (see figure 6). To search for a provider you MUST be registered with the Kentucky Direct Email Catalog (please refer to Section 1 if you are not a registered user). To begin your search, enter your Direct email address at the top of the search page. A search can be performed on multiple fields listed on the page. Direct email addresses that match your search criteria will be displayed on the screen and sorted by last name.

Figure 6: Direct Provider Search page

Use the "Clear Search" button to perform a new search. To save the results of your search to an Excel file, click the "Export Result" button(see figure 7).

Figure 7: Returned Search page